

VMRII – VRO CHECKLIST
1099-CHANGING THE DEFAULT
IRS CLASS

Checklist Reference – VMRII – VRO GUIDELINE – 1099 CHANGING THE DEFAULT
IRS CLASS CODE

Navigation: *Vendors>Vendor Setup/Maintenance>Vendor Information*

Enter **SHARE** in the SetID box.

Find an Existing Value **Add a New Value**

Use Saved Search: **SHARE** ▼

SetID: = ▼ 🔍

Vendor ID: begins with ▼


Persistence: = ▼ ▼

Short Vendor Name: begins with ▼ 🔍

Our Customer Number: begins with ▼ 🔍

Name 1: begins with ▼ 🔍

☐ Include History ☐ Correct History ☐ Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

Enter the appropriate **Search criteria**, which normally is a name. For more information on how to search for a vendor see _____.

Click **Search** to run the search.

SetID: = ▼ 🔍

Vendor ID: begins with ▼

Persistence: = ▼ ▼

Short Vendor Name: begins with ▼ 🔍

Our Customer Number: begins with ▼ 🔍

Name 1: begins with ▼ 🔍

☐ Include History ☐ Correct History ☐ Case Sensitive

VMR II – VRO CHECKLIST 1099-CHANGING THE DEFAULT IRS CLASS

Double click on the selected vendor to open the vendor's record.

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID: SHARE					
Vendor ID: 0000000313					
Vendor Short Name: PRESORT PL		PRESORT PL-001			
Vendor Name: PRESORT PLUS INC					
Order: PRESORT PL-001		Remit To: PRESORT PL-001			
CHOOSE THE CORRECT LOCATION		CHOOSE THE CORRECT LOCATION			

Click on the Location Tab

Summary	Identifying Information	Address	Contacts	Location	Custom
SetID: SHARE					
Vendor: 0000000313		Short Vendor Name: PRESORT PL-001		Name: PRESORT PLUS INC	
A vendor location is a default set of rules which define how you conduct business with a vendor.					
Location Find View All First 1 of 5 Last					
*Location: ALL		<input type="checkbox"/> Default			
Description: INACTIVE		RTV Fees			

Click on 'View All' to see all of the locations.

Select the appropriate location.

VMRII – VRO CHECKLIST 1099-CHANGING THE DEFAULT IRS CLASS

'Location: REMITT ☐ **Default** +

Description: BISMARCK [RTV Fees](#)

Details Find | View All | First 1 of 1 Last

'Effective Date: 02/06/2007 +

Status: Active v

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) [1099](#) Expand All Collapse All

▶ Additional ID Numbers	
▶ Comments	
▶ Internet Address	
▶ VAT	

Expand All Collapse All












To enter the 1099 information click on the 1099 link.

The following screen will appear:

Withholding Vendor Information

SetID: SHARE **Location:** MAIN
Vendor ID: 0000097057 **Description:** BISMARCK
Short Vendor Name:
Name 1: PRESORT PLUS LLC

1099 Options

1099 Information							Customize		Find	View All		First		1 of 1		Last	
Main Information		Overrides		Remit													
*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status												
IRS		1099		FED			07		RPT		Reporting Only						

1099 Reporting Information				Customize Find View All First 1 of 1 Last	
Main Information		Additional Information			
*Entity	*Address	TIN Type	Taxpayer Identification Number		
IRS	2	F	261480022	+	-

VMRII – VRO CHECKLIST 1099-CHANGING THE DEFAULT IRS CLASS

To change the default IRS Class Code, find the row under 1099 Information that has the Default Jurisdiction checked. Then either add a row, if only one row exists, by clicking the plus button or if there are multiple rows select another row as the default.

Withholding Vendor Information

SetID: SHARE Location: MAIN
Vendor ID: 0000097057 Description: BISMARCK
Short Vendor Name:
Name 1: PRESORT PLUS LLC

1099 Options

1099 Information						
Main Information			Overrides	Remit	Customize Find View All First 1-2 of 2 Last	
*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status	
IRS	1099	FED	<input type="checkbox"/>	07	RPT	Reporting Only
IRS	1099	FED	<input checked="" type="checkbox"/>	03	RPT	Reporting Only

1099 Reporting Information

Main Information			
*Entity	*Address	TIN Type	Taxpayer Identification Number
IRS	2	F	261480022

The system will allow two default classes to be checked but only select one because it adversely affects voucher and 1099 reporting.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.